



HEALTH AND HUMAN SERVICES  
PUBLIC HEALTH SERVICE, INDIAN HEALTH SERVICE  
TUCSON AREA OFFICE, TUCSON ARIZONA

ANNOUNCEMENT NUMBER: **TNIHS-03-11**  
OPENS: **November 27, 2002**  
CLOSES: **UNTIL FILLED**

**POSITION TITLE/SERIES/GRADE:** Health Systems Specialist, GS-0671-005/07 **VACANCIES:** Four  
**SALARY RANGE:** GS-05: \$24,701 - \$32,113 pa GS-07: \$30,597 - \$ 39,779 pa

**PROMOTION POTENTIAL:** More than one position may be filled at either of the grade levels listed above. If filled at the lower grade level, incumbent will be eligible for promotion to the higher grade level when all administrative and performance requirements are met.

**ORGANIZATION/DUTY STATION:** Office of the Area Director, Pascua Yaqui Service Unit, Tucson, Arizona

**AREA INFORMATION:** The Tucson Service Area encompasses the Pascua Yaqui (pah.skawah ya.ke) and Tohono O'odham (to.ho.no aah.tum) Indian Reservations. The Indian Health Service Hospital located in Sells, Arizona is 65 miles west of Tucson. The hospital is the central component of the Sells Service Unit, providing general medical and primary care on an inpatient and outpatient basis. Three other satellite facilities established in the Tucson Service Area are the San Xavier Health Center, a large outpatient facility on the outskirts of Tucson and the Santa Rosa and Westside Health Centers are small outpatient facilities located in the very rural setting of the Tohono O'odham Reservation approximately 90 miles west of Tucson. Tucson - Arizona's second largest metropolitan area is home to nearly 600,000. Tucson is one of the oldest continuously inhabited sites in North America, steeped in a rich heritage of Indian and Spanish influence. It affords entertainment, recreation, shopping, and cultural opportunities. The arid desert climate receives an annual rainfall of 7 inches with temperatures ranging from 68° in winter to 100° plus in summer.

**CONDITIONS OF EMPLOYMENT:**

**APPOINTMENT TYPE**

- ☒ Permanent  
☐ TERM NTE 2 Yrs.  
☐ Temporary NTE 24 Mos.

**TOUR OF DUTY**

- ☒ Full-Time 40 Hour week  
☐ Part-Time \_\_\_ Hour week

**PROMOTION POTENTIAL**

- ☒ To grade GS-07  
☐ None

**GOVERNMENT HOUSING**

- ☐ May be available  
☒ Not available

- ☒ PL 101-630, the Indian Child Protection and Family Violence Act cover this position.  
☒ The Tucson Area Indian Health Service is a smoke-free work environment.  
☒ Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from having to do so under the Selective Service Law.  
☐ An incumbent of this position is required to maintain a current valid Arizona driver's license.  
☒ Selectee born after 1956 must present proof of immunity to measles and rubella or be vaccinated before their appointment (subject to certain exemptions).  
☐ An incumbent of this position is subject to random drug testing.  
☐ An incumbent of this position is subject to shift, night, weekend and/or holiday work.  
☒ A Selectee to this position is subject to a background security investigation.  
☒ A Selectee to this position may be required to satisfactorily complete a one-year probationary period.  
☐ A Selectee to this position is required to satisfactorily complete a one-year probationary period for assignment to a supervisory or managerial position, if never served or completed one as a supervisor/manager.

**TRAVEL and RELOCATION:** Travel and relocation costs may be paid in accordance with applicable Federal and departmental travel regulations.

**AREA OF CONSIDERATION:** All qualified applicants.

**DESCRIPTION OF DUTIES:** At the *GS-07* grade level, the incumbent provides administrative support in the Contract Health Services (CHS) office. The incumbent is responsible for coordinating the operation of the Contract Health Service, Fiscal Intermediary, Catastrophic Health Emergency Fund (CHEF) cases, Medicare/Medicaid, Appeals, Third Party Reimbursement Programs and alternate resource systems in order to provide total comprehensive health service for the native population. At the *GS-05* grade level, incumbent receives training and close supervision in the performance of duties.

**QUALIFICATION REQUIREMENTS:** Candidates must have had experience as described below. Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements.

## MERIT PROMOTION AND DELEGATED EXAMINING UNIT ELIGIBLES:

**GS-5:** 52 weeks of specialized experience equivalent to at least the GS-4 grade level *OR* four years of study leading to a bachelor's degree.

**GS-7:** 52 weeks of specialized experience equivalent to at least the GS-5 grade level *OR* one full year of graduate level education *OR* superior academic achievement.

*Specialized Experience:* Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of a Health System Specialist. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression. Experience in substantive and relevant secretarial, clerical, or other responsible work may be qualifying as long as it provided evidence of the knowledge, skills, and abilities (KSA's) necessary to perform the duties of the position. Experience of a general clerical nature (typing, filing, routine procedural processing, maintaining records, or other nonspecialized tasks) is not creditable.

*Combining Education and Experience:* Combinations of successfully completed post-high school education and experience may be used to meet total qualification requirements for the grade levels specified in the table. Only education beyond the 2nd year is creditable toward meeting the specialized experience requirement. Applicants must submit copies of transcripts to verify education.

## EXCEPTED SERVICE EXAMINING

**GS-5:** 3 years of general experience (1 year of which was at least equivalent to the GS-4) *OR*, four years of study above high school leading to a bachelor's degree.

*General Experience:* Three years of progressively responsible experience which demonstrates the ability to:

1. Analyze problems to identify significant factors, gather pertinent data and recognize solutions.
2. Plan and organize work and
3. Communicate effectively orally and in writing.

Such experience may have been gained in administrative, professional, technical, investigative or other responsible work. Work such as an administrative officer, management analyst or program manager in a health care delivery system.

**GS-7:** 52 weeks of specialized experience equivalent to at least the GS-5 grade level *OR* one full academic year of graduate level education *OR* superior academic achievement.

*Specialized Experience:* To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression. Progressively responsible analytical or administrative management experience in the health care field. This work must have been performed in an operating health care facility or a higher organizational echelon with advisory or directional authority over such facilities. The work may also have been performed in working with tribal governments or other tribal organizations, provided the experience was clearly in health administration and documented to indicate the specific kinds of health related responsibilities and the percentage of time spent on them. Work must have involved a close working relationship with facility managers and analysis and/or coordination of administrative or other service activities and provided knowledge of

- Missions, organizations, programs, and requirements of health care delivery systems;
- Regulations and standards of various regulatory and credentialing groups; and,
- Government-wide, agency, and facility systems and requirements in various administrative areas such as budget, personnel, and procurement.
- Functions and motivations of various employees and groups in the health care delivery system.

*Undergraduate and Graduate Education:* Major study - hospital administration, public health administration or related fields, such as business administration with course work in health care administration.

Combinations of successfully completed education and experience may be used to meet total qualification requirements.

**KNOWLEDGE, SKILLS AND ABILITIES (KSAs):** Applicants who meet the basic qualification requirements described in this announcement will be further evaluated by determining the extent to which their work or related experience, education, training, awards, outside activities, and performance appraisal, etc., indicate they possess the knowledge, skills and abilities described below. All applicants should describe clear, concise examples that show level of accomplishment or degree to which they possess the KSAs on a separate attachment. The information provided will be used to determine the "best qualified" candidates.

1. Knowledge of legal and regulatory requirements of Contract Health Services.
2. Knowledge of computerized data entry and information processing systems.
3. Knowledge of medical terminology, usage and coding.
4. Ability to effectively communicate orally and in writing.

**LEGAL AND REGULATORY REQUIREMENTS:** Candidates must meet time after competitive appointment, time-in-grade, and qualification requirements by the closing date of the announcement. If selected under the Excepted Service Examining Plan (ESEP) or the Delegated Examining Unit (DEU) procedures, time in grade requirements do not apply.

**QUALITY OF EXPERIENCE:** Experience must have been at a level of difficulty comparable to the next lower grade in the Federal service. It is an applicant's responsibility to provide documentation or proof that he or she has met the qualification requirements of the position. Reference inquiries, including contacts with candidate's instructors, supervisors or employers may be made to obtain further information about the candidate's professional qualifications for the position.

**HOW TO APPLY:** Failure to include any of the information listed below may result in a loss of consideration for this position. This office will not solicit additional information. Submit one application packet for each job vacancy; PLUS all information/documents detailed below:

1. Applicants must submit one of the following:
  - OF-612, Optional Application for Federal Employment; OR
  - SF-171, Application for Federal Employment; OR
  - Resume; OR
  - Any other written application format.
2. Form "Questionnaire for Child Care Positions (CS and CO Applications)". MANDATORY for positions that require regular contact or control over children.
3. Optional Form 306, Declaration for Federal Employment. The form is available on the Internet at [www.opm.gov/forms](http://www.opm.gov/forms) or contact our office for a copy;
4. Narrative statement with specific responses to the Knowledge, Skills and Abilities (KSAs) and/or Selective Placement Factor in this job announcement.

**If you are in any of the following categories, submit the following with your application packet.**

Public Health Service Commissioned Corps Candidates

1. Current Personnel Order, and
2. A copy of your most recent Commissioned Officer Effectiveness Rating (COER)

Indian Preference Eligible

1. Verification of Indian Preference for Employment - **must submit form BIA-4432** to receive preference
2. Current Tucson Area IHS employees may state on their application that proof of Indian Preference is on file in their Official Personnel Folder.

Veterans Preference

1. DD-214, Certificate of Release or Discharge from Active Duty, and if applicable,
2. Standard Form 15, Application for 10-Point Veteran Preference, if claiming 10-preference. Additional required documents identified on the form must be submitted.

Federal Employee or Reinstatement Eligible

1. Most recent copy of form SF-50B, Notification of Personnel Action, which shows tenure and position occupied status, or
2. Copy of SF-50B, that documents highest Federal civilian grade held (job series and dates held); and
3. Most recent FINAL performance appraisal rating.

**Your application or resume must contain the following information:**

Job Information:

- Announcement number, and title and grade(s) of the job you are applying for
- To receive consideration under the Merit Promotion Plan AND the Excepted Service Examining Plan, you must submit a written request with your application.

Personal Information:

- Full name, mailing address (with zip code), and day and evening telephone numbers;
- Social Security Number;
- Country of citizenship;

Education:

- High School – Name, city, state (zip code, if known), date of diploma or GED;

- Colleges or universities – Name, city, state (zip code, if known), majors, type and year of any degrees received. Submit a copy of college transcript[s] or a copy of medical degree or ECFMG certificate;
- Residency training - Indicate specialty; name and location of hospital, name of program director, dates attended (month/year) and date certificate received.
- Certification by a Specialty Board – Indicate if you are eligible for certification by an American Specialty Board or if you are board certified. Indicate name of specialty board, and date (month/year) of certification or eligibility. Submit copy of certification.

**Work Experience (paid or unpaid):**

- Job title and duties
- Employer/Supervisor's name, address and telephone number
- Starting and ending dates of employment must include - month and year
- Average hours worked per week
- Indicate if we may contact your current supervisor

**Other Qualifications:**

- Job related training courses (title and year)
- Job-related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed;
- Job-related certificates and licenses. Submit a copy of nursing/medical license.
- Job-related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (give dates but do not send documents unless requested);

**Other Information:**

Applications, resumes or other written application format must contain all of the information listed above in sufficient detail to enable the Human Resources Office to make a determination that you have the required qualifications for the position. If your application, resume or other written application format does not contain all the information and forms requested in the announcement, you may lose consideration for this job. All applications are subject to retention. Requests for copies will not be honored.

**APPLICATIONS WITH REQUIRED FORMS MUST BE RECEIVED IN OUR OFFICE NO LATER THAN 5:00 P.M. ON THE CLOSING DATE OF THE ANNOUNCEMENT. TELEFAXED/EMAILED DOCUMENTS WILL NOT BE ACCEPTED. THERE WILL BE NO EXCEPTIONS.**

Preference in filling vacancies is given to qualified Indian Preference candidates in accordance with the Indian Preference Act (Title 25, United States Code, Sections 472 and 473).

Applicants or current Federal employees claiming Indian Preference must indicate on their application packet, if they wish to be considered under the Merit Promotion Plan (MPP), the Excepted Service Examining Plan (ESEP), or both. If not, they will be considered under the MPP only.

Proof of U.S Citizenship is required for an appointment to the Indian Health Service. The Director, IHS may grant an exception to this policy for appointments to excepted positions, provided that the current appropriations act permits IHS to pay citizens from the country where the applicant is from.

Additional selections may be made within 90 days from the date the Candidate Referral Roster was issued if the position becomes vacant or to fill an identical additional position.

Employees, who received a buyout and subsequently return to positions in Federal agencies, whether by re-employment or contracts for personal services, are generally obligated to repay the full amount of the buyout to the agency that paid it.

If position is advertised at multiple grade levels, it can be filled at a lower grade than the full performance level. Advancement to the next grade without further competition is possible, once all legal and regulatory requirements are met, however, such advancement is neither automatic nor guaranteed.

The Tucson Area Indian Health Service provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify Della Antone at (520) 295-2435. The decision on granting reasonable accommodation will be on a case-by-case basis.

**WHERE TO APPLY:** Applicants must submit their applications to the following address:

Tucson Area Indian Health Service  
 Attention: Human Resources Office  
 7900 South J. Stock Road  
 Tucson, AZ 85746

For additional information or to request forms, contact Della Antone at (520) 295-2435 or at the following email address: [Della.Antone@mail.ihs.gov](mailto:Della.Antone@mail.ihs.gov).

In other than the above, the Department of Health and Human Services is an equal opportunity employer. The Department does not discriminate in employment decisions on the basis of race, color, religion, gender, national origin, age, disability or sexual orientation.

EEO Clearance: \_\_\_\_\_ Date: \_\_\_\_\_

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#### **CTAP - INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION.**

If you are currently a DHHS employee who has received a Reduction-in-Force (RIF) separation notice or a Certificate of Expected Separation, you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration, you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meet the basic qualifications for the position, any documented selective factor, physical requirements with any reasonable accommodation and are able to satisfactorily perform the duties of the position without undue interruption.

#### **ICTAP - INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP)**

If you are a displaced Federal employee, you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from the Office of Personnel Management or our agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.
  - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
    1. Received a specific RIF separation notice; or
    2. Separated because of a compensable injury, whose compensation has been terminated and whose former agency certifies that it is unable to place; or
    3. Retired with a disability and whose disability annuity has been or is being terminated; or
    4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in Lieu of RIF;" or
    5. Retired under the discontinued service retirement option; or
    6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.

OR

- B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under Section 8337(h) or 8456 of Title 5, United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you are separated.
  3. Have current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)
  4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
  5. File your application by the vacancy announcement date and meet all the application criteria (e.g., submit all required documentation, etc.).
  6. Be rated well qualified for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and are able to satisfactorily perform the duties of the position upon entry.
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